

## **EXPLORATORY GRADE 6 KEYBOARDING**

**GENERAL DESCRIPTION:** This course introduces the touch method of keyboarding and basic operations of the computer.

### **UNITS OF STUDY:**

#### **I. Operating the Computer**

- A. Care and use of computer components
  - 1. Monitor
  - 2. Keyboard
  - 3. Mouse
  - 4. Floppy disk drive
  - 5. Central Processing Unit (CPU)
  - 6. Hard disk drive
- B. Care and use of the network
  - 1. File servers
  - 2. Printers
  - 3. Log on/off
  - 4. Create folder
  - 5. Save document to file server
  - 6. Open/delete folder/document from file server
  - 7. Print to network printers
- C. Boot/shut down/restart computer
- D. Launch/quit program from hard disk drive

#### **II. Developing Touch Keyboarding Skill**

- A. Alphabetic keys
- B. Numeric keys
- C. Punctuation keys
- D. Symbol keys

#### **III. Developing Proper Keyboarding Techniques**

- A. Position at the computer
- B. Keystroking
- C. Return
- D. Space bar
- E. Shift keys
- F. Eyes on copy

#### **IV. Basic Word Processing and Formatting**

- A. Pull-down menus
- B. New/close/open document
- C. Move insertion point
- D. Insert/delete text
- E. Word wrap

- F. View/scroll/size/zoom/move windows
- G. Command key shortcuts
- H. Vertical spacing
- I. Paragraph indentation
- J. Save/print document
- K. Spacing used with punctuation marks

## **V. Developing Accurate Proofreading**

### **LEARNING ACTIVITIES:**

#### **I. Keyboard Practice**

- A. Keyboarding from dictation
- B. Straight-copy keyboarding
- C. Timed writings
- D. Typed assignments
- E. Lobster Sea Adventure

#### **II. Worksheets**

- A. Spacing used with punctuation marks
- B. Composing at the Keyboard

#### **III. Quizzes**

- A. Basic information (components, pull-down menus, command key shortcuts)
- B. Spacing used with punctuation marks

### **MATERIALS/RESOURCES:**

#### **I. Hardware**

- A. Macintosh LCII computers
- B. WorkGroup server
- C. LaserWriter printer

#### **II. Software**

- A. The Writing Center program
- B. Typing Instructor Encore program

#### **III. Resources**

- A. Keyboarding/Typewriting for Personal Applications textbook, cassette tapes, and manual
- B. The Writing Center manual
- C. Typing Instructor Encore manual

## **EXPLORATORY GRADE 7 MACWORKS**

**GENERAL DESCRIPTION:** This course introduces a variety of computer applications including word processing, database management, and graphics.

### **UNITS OF STUDY:**

#### **I. Operating the Computer**

- A. Care and use of computer components
  - 1. Monitor
  - 2. Keyboard
  - 3. Mouse
  - 4. Floppy disk drive
  - 5. Central Processing Unit (CPU)
  - 6. Hard disk drive
- B. Care and use of the network
  - 1. File servers
  - 2. Printers
  - 3. Log on/off
  - 4. Create folder
  - 5. Save document to file server
  - 6. Open/delete folder/document from file server
  - 7. Print to network printers
- C. Boot/shut down/restart computer
- D. Launch/quit program from hard disk drive

#### **II. Keyboarding Practice**

- A. Review touch keyboarding skill
- B. Review proper keyboarding techniques

#### **III. Word Processing**

- A. Pull-down menus
- B. New/close/open document
- C. Move insertion point
- D. Insert/delete/undo text
- E. Word wrap
- F. View/scroll/size/zoom/move windows
- G. Command key shortcuts
- H. Vertical spacing
- I. Save/print document
- J. Spacing used with punctuation marks
- K. Select text
- L. Change text font, size, style, color

- M. Check document spelling
- N. Margins/indentations/tabs
- O. Justification
- P. Common proofreader's marks
- Q. Short reports
- R. Personal letters
- S. Cut/copy/paste text
- T. Find/replace text
- U. Thesaurus

#### **IV. Database Management**

- A. Pull-down menus
- B. Open/new/close document
- C. Move insertion point
- D. Browse
- E. Insert/delete text
- F. Command key shortcuts
- G. Find/sort records
- H. Define/redefine/delete fields
- I. Add/delete records
- J. Save/layout/print document
- K. Create labels

#### **V. Graphics**

- A. Pull-down menus
- B. New/close/open document
- C. Drawing/painting tools
- D. Command key shortcuts
- E. Select/resize/move/clear/reshape/duplicate/transform/rotate/group objects
- F. Save/print document

#### **VI. Developing Accurate Proofreading**

### **LEARNING ACTIVITIES:**

#### **I. Keyboarding Practice**

- A. Keyboarding from dictation
- B. Straight-copy keyboarding
- C. Timed writings
- D. Typed assignments
- E. Lobster Sea Adventure

#### **II. Application Program Practice**

- A. Word processing assignments
- B. Database assignments
- C. Graphics assignments

#### **III. Worksheets**

- A. Record selection

## **MATERIALS/RESOURCES:**

### **I. Hardware**

- A. Power Macintosh 5300/5400 computers
- B. WorkGroup Server
- C. Color LaserWriter printer

### **II. Software**

- A. ClarisWorks program
- B. Typing Instructor Encore program
- C. The Print Shop Deluxe program

### **III. Resources**

- A. Keyboarding/Typewriting for Personal Applications textbook and manual
- B. ClarisWorks manual
- C. Typing Instructor Encore manual
- D. The Print Shop Deluxe manual

## **EXPLORATORY GRADE 8 MULTIMEDIA**

**GENERAL DESCRIPTION:** This course introduces multimedia through the creation of slide show presentations.

### **UNITS OF STUDY:**

#### **I. Operating the Computer**

- A. Care and use of computer components
  - 1. Monitor
  - 2. Keyboard
  - 3. Mouse
  - 4. Floppy disk drive
  - 5. Central Processing Unit (CPU)
  - 6. Hard disk drive
- B. Care and use of the network
  - 1. File servers
  - 2. Printers
  - 3. Log on/off
  - 4. Create folder
  - 5. Save document
  - 6. Open/delete folder/document
  - 7. Print to network printers
- C. Boot/shut down/restart computer
- D. Launch/quit program from hard disk drive

#### **II. Creating Slide Presentations**

- A. Backgrounds/Borders
- B. Text
  - 1. Font
  - 2. Size
  - 3. Style
  - 4. Color
  - 5. Justification
  - 6. Text type
- C. Graphics
  - 1. Drawings
  - 2. Paintings
  - 3. Stamps
  - 4. Clip art
  - 5. Scanned pictures

- 6. QuickTake pictures
- D. Audio
  - 1. Pre-recorded sound clips
  - 2. Computer voice
  - 3. Recorded sound clips
- E. Video
  - 1. Movies
  - 2. Video clips
- F. Special effects
- G. Transitions
- H. Slide advance

## **LEARNING ACTIVITIES:**

### **I. Slideshow Creation**

- A. Kid Pix Studio
- B. ClarisWorks 4.0
- C. Color OneScanner
- D. mPower
- E. HyperStudio
- F. QuickTake camera

## **MATERIALS/RESOURCES:**

### **I. Hardware**

- A. Power Macintosh 5300/5400 computers
- B. Color LaserWriter printer
- D. Color OneScanners
- E. QuickTake cameras

### **II. Software**

- A. Kid Pix Studio program
- B. ClarisWorks 4.0 program
- C. MacGallery program
- D. The Writing Center program
- E. Ofoto program
- F. mPower program
- G. HyperStudio program

### **III. Resources**

- A. Multimedia Learning Tools teacher's manual
- B. ClarisWorks 4.0 manual
- C. The Writing Center manual
- D. Color OneScanner/Ofoto manual
- E. mPower manual
- F. HyperStudio manual
- G. QuickTake camera manual

Name \_\_\_\_\_

# **TECHNIQUE EVALUATION KEYBOARDING**

Keystroking	Weight	Grade/Points		
	x 4	C	S	U
		4	12	20

- \_\_\_\_\_Fingers close to keys when reaching
- \_\_\_\_\_Hands, wrists, and arms quiet
- \_\_\_\_\_Correct fingering of alphabet/period

a b c d e f g h i j k l m n o p q r s t u v w x y z .

*Letters circled indicate incorrect fingering*

Position at Keyboard	x 1	C	S	U
		1	3	5

- \_\_\_\_\_Posture erect
- \_\_\_\_\_Feet on floor
- \_\_\_\_\_Fingers curved and upright
- \_\_\_\_\_Elbows relaxed at sides
- \_\_\_\_\_Wrists low but off keyboard frame

Return	x 1	C	S	U
		1	3	5

- \_\_\_\_\_Little finger reach
- \_\_\_\_\_Other fingers in homerow position

Shift Keys	x 1	C	S	U
		1	3	5

- \_\_\_\_\_Little finger reach
- \_\_\_\_\_Other fingers in homerow position
- \_\_\_\_\_Correct shift key (opposite reach)

Space Bar	x 1	C	S	U
		1	3	5

- \_\_\_\_\_One thumb close to space bar
- \_\_\_\_\_Other thumb suspended in air
- \_\_\_\_\_Quick release

Eyes on Copy	x 2	C	S	U
		2	6	10

*\*Checkmarks indicate need for improvement*

C = Commendable      S = Satisfactory      U = Unsatisfactory

Technique Grading Scale: A = 10 - 15    B = 16 - 20    C = 21 - 30  
D = 31 - 40    F = 41 - 50

Technique Grade \_\_\_\_\_



Midterm Report for: \_\_\_\_\_

## KEYBOARDING

### TECHNIQUE EVALUATION

(✓ indicates improvement needed)

#### Key Stroking

\_\_\_\_\_ Correct fingering of alphabet/period

a c d e f h i j k l n o r s t w .

*Reaches circled indicate incorrect fingering*

#### Position at Keyboard

\_\_\_\_\_ Posture erect

\_\_\_\_\_ Feet on floor

\_\_\_\_\_ Fingers curved and upright

\_\_\_\_\_ Elbows relaxed at sides

\_\_\_\_\_ Wrists low but off keyboard frame

\_\_\_\_\_ Eyes on Copy

#### Return

\_\_\_\_\_ Little finger reach

#### Space Bar

\_\_\_\_\_ One thumb close to space bar

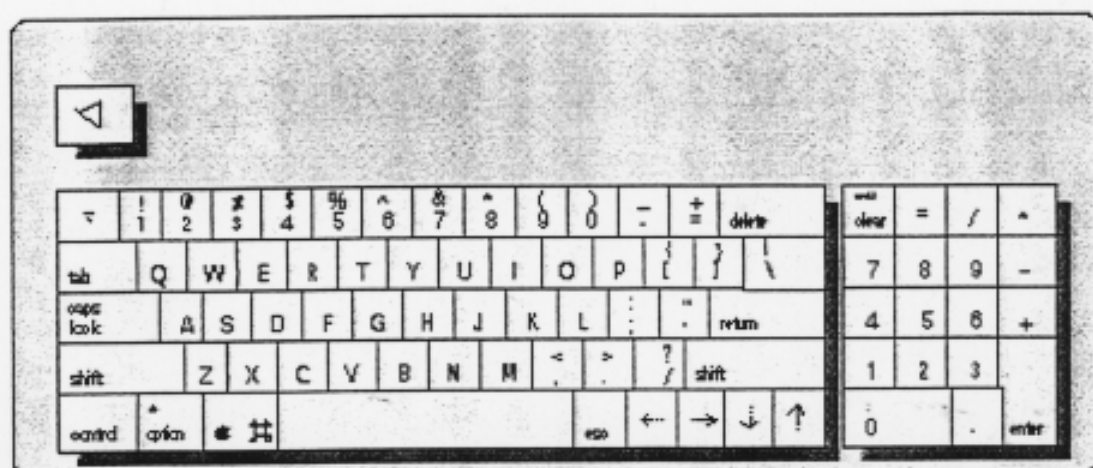
\_\_\_\_\_ Other thumb suspended in air

Midterm Technique: \_\_\_\_\_

Quiz/Assignment Average: \_\_\_\_\_

Practice Average: \_\_\_\_\_

# COMPOSING



# AT THE KEYBOARD

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**DIRECTIONS: TYPE ALL CHARACTERS THAT ARE IN BOLD PRINT!**

Type the side heading in all capital letters:

**WORD COMPOSITION**

*(Triple space)*

**Part A:** *(Double space)*

Type the numbers and words that follow and five (5) words that rhyme with each (separating your answers with commas). Rhyming words need not have the same word ending. *(Single space between numbered items)*

1. ad -
2. aim -
3. all -
4. at -
5. ate -
6. be -
7. cane -
8. day -
9. do -
10. ice -
11. ill -
12. in -
13. kite -
14. get -
15. no -
16. old -

*(Triple space)*

**Part B:** *(Double space)*

Type ten (10) words using only the letters in "keyboarding" (separating your answers with commas). *(Then triple space)*

**Part C: (Double space)**

Type the numbers and words that follow and a word which sounds the same but is spelled differently for each. *(Single space between numbered items)*

1. bare -
2. beet -
3. blue -
4. break -
5. by -
6. cent -
7. dear -
8. die -
9. flower -
10. great -
11. here -
12. him -
13. hole -
14. knew -
15. mail -
16. meet -
17. no -
18. one -
19. piece -
20. rain -
21. read -
22. right -
23. sale -
24. see -
25. sell -
26. sight -
27. so -
28. sole -
29. steak -
30. sun -
31. tea -

- 32. their -
- 33. tow -
- 34. two -
- 35. vane -
- 36. week -  
(Triple space)

**Part D: (Double space)**

Type the numbers and words that follow and a word which is opposite in meaning for each. (Single space between numbered items)

- 1. bright -
- 2. day -
- 3. dirty -
- 4. enemy -
- 5. exit -
- 6. first -
- 7. full -
- 8. good -
- 9. hard -
- 10. heavy -
- 11. hot -
- 12. living -
- 13. love -
- 14. mine -
- 15. more -
- 16. noise -
- 17. odd -
- 18. off -
- 19. old -
- 20. out -
- 21. pretty -
- 22. short -
- 23. skinny -
- 24. small -

- 25. straight -
  - 26. sun -
  - 27. sweet -
  - 28. up -
  - 29. weak -
  - 30. white -
- (Triple space)*

Type the side heading in all capital letters:  
**WORD AND PHRASE COMPOSITION**  
*(Triple space)*

**Part A:** *(Double space)*

Type the numbers and list five (5) items for each (separating your answers with commas). *(Single space between numbered items)*

- 1. List objects that might be found in a desk drawer.
- 2. List the names of your friends.
- 3. List your favorite foods.
- 4. List your favorite summer-time activities.
- 5. List your favorite songs.
- 6. List your favorite television shows.

*(Triple space)*

**Part B:** *(Double space)*

Type the letters that follow and one item found in a grocery store starting with each letter of the alphabet. *(Single space between lettered items)*

- a -
- b -
- c -
- d -
- e -
- f -
- g -
- h -



i -

j -

k -

l -

m -

n -

o -

p -

q -

r -

s -

t -

u -

v -

w -

x - *(This one is optional)*

y -

z -

*(Triple space)*

**Part C:** *(Double space)*

Type the numbers and beginnings of the sentences that follow, then complete each sentence. *(Single space between numbered items)*

1. I like...
2. Adams...
3. On Saturdays...
4. I get nervous when...
5. My family...
6. Last summer...
7. My friends...
8. I wish...
9. My school work...
10. Next week...
11. I would like to...

12. At home, I...
  13. Sports...
  14. My favorite...
  15. School...
  16. Weekends...
  17. I worry about...
  18. Parents...
  19. My best friend...
  20. I need...
  21. Teachers...
  22. The future...
  23. I can't...
  24. The President should...
  25. Television...
  26. The best time...
- (Triple space)*

**Part D:** *(Double space)*

Type the numbers and two (2) words that rhyme having the same meanings as each of the phrases that follow. Example: Happy Father . . . Glad Dad. *(Single space between numbered items)*

1. Naughty Boy
  2. Delicious Fudge
  3. Small Skinny Horse
  4. Fine Orchestra
  5. Overweight Rodent
  6. Smooth Hen
  7. Irritated Employer
  8. Ordinary Walking Stick
  9. Large Hog
  10. 300-Watt Bulb
  11. Comical Rabbit
  12. Loafing Flower
- (Triple space)*



Type the side headings in all capital letters:

## **SENTENCE COMPOSITION**

*(Triple space)*

### **Part A: (Double space)**

Type the numbers and answer the following questions with complete sentences.

Example Answer: My name is Jane Doe. *(Single space between numbered items)*

1. What is your name?
2. What is your age?
3. When is your birthday?
4. Where were you born?
5. What is your address?
6. Which school do you attend?
7. In which grade are you enrolled?
8. What is your favorite school subject?

*(Triple space)*

### **Part B: (Double space)**

Type the number and complete sentences which incorporate each of the following words. Example: I remembered to bring my *book* to class. *(Single space between numbered items)*

1. book
2. dance
3. happy
4. lunch
5. money
6. Nebraska
7. snow
8. song
9. spring
10. vacation

*(Triple space)*

Type the side heading in all capital letters:

## **PARAGRAPH COMPOSITION**

*(Triple space)*

### **Part A: (Double space)**

Choose a topic from the list below and type a paragraph of no less than four sentences. *(Single space the lines of the paragraph and let them wrap around)*

- |             |                          |
|-------------|--------------------------|
| 1. Boys     | 9. My favorite rock band |
| 2. Girls    | 10. My favorite movie    |
| 3. Parents  | 11. My favorite book     |
| 4. Teachers | 12. My favorite sport    |
| 5. Animals  | 13. My favorite hobby    |
| 6. School   | 14. My favorite subject  |
| 7. Holidays | 15. My best friend       |
| 8. Music    | 16. My future            |
|             | 17. You pick one!        |

*(Triple space after the paragraph)*

### **Part B: (Double space)**

Type the words to the Pledge of Allegiance in paragraph form. *(Then triple space)*

### **Part C: (Double space)**

Type complete instructions for making a peanut butter sandwich in paragraph form.